

5 FAH-2 H-120 RESPONSIBILITIES

(TL:TEL-1; 07-01-1998))

5 FAH-2 H-121 BUREAU OF INFORMATION RESOURCE MANAGEMENT (IRM)

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

The Bureau of Information Resource Management, IRM, is the directing authority for planning, developing, acquiring and maintaining telecommunication services, voice communication services, automated data processing, personal computers, local area networks, electronic media products and mass data storage for the Department of State and its missions. To achieve this overall objective, IRM delegates responsibility for specific programs and objectives to numerous support offices. See 1 FAM 216 for descriptions of supporting IRM offices, divisions and branches.

5 FAH-2 H-122 BUREAU OF DIPLOMATIC SECURITY

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

The Bureau of Diplomatic Security is responsible for the administration and management of the computer security program for the Department of State, domestically and abroad, and for other federal agencies under the authority of a chief of mission or principal officer as defined in 12 FAM. Diplomatic Security has developed worldwide standards for Department classified and unclassified automated information systems (AIS). These standards are designed to protect information pertaining to national security and foreign relations, as well as information defined as sensitive by the Department of State.

5 FAH-2 H-123 EXECUTIVE SECRETARIAT- OPERATIONS CENTER (S/S-O)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. S/S-O, also known as the Ops Center, performs various telecommunications tasks in concert with IRM/OPS/MSO/MSP (Messaging Systems Office, Messaging Systems Projects) to support seventh floor principals, i.e., the Secretary, Deputy Secretary and Under Secretaries whose offices are located on the seventh floor of the Main State building. The Ops Center is staffed by Foreign Service and Civil Service officers, 24 hours a day, 365 days a year.

b. S/S-O communications responsibilities include:

(1) reviewing telegram distribution for and directing telephone calls to seventh floor principal officers and senior Department officials;

(2) enforcing the proper use of high precedence designators and notifying originating posts upon receipt of telegrams with inappropriate precedence or special handling instructions;

(3) granting permission to laterally transmit NODIS telegrams;

(4) assigning dissemination to EXDIS, LIMDIS, NODIS, SECTO and DEPTO telegrams; and

(5) providing final clearance on all ALDAC (All Diplomatic and Consular Posts) telegrams, outgoing NIACT, TOSEC, TODEP and TOPOL telegrams, as well as all seventh floor-approved telegrams.

c. See 5 FAH-2 H-237.6, 5 FAH-2 H-422.2, 5 FAH-2 H-442.3 and 5 FAH-2 H-445 for more information regarding S/S-O communications responsibilities.

5 FAH-2 H-124 NFATC SAIT

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The National Foreign Affairs Training Center School of Applied Technology provides technical telecommunications and information systems training to IRM personnel and other personnel with duties related to IRM systems and networks. SAIT periodically evaluates training methodologies and coursework in an effort to make technical training more

effective in preparing personnel for their duties.

5 FAH-2 H-125 REGIONAL INFORMATION MANAGEMENT CENTER (RIMC)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. A RIMC is responsible for establishing and maintaining efficient and economical telegraphic, telephone and radio operations within a regional jurisdiction. Each RIMC is staffed by personnel with regional maintenance and oversight responsibility to execute IRM policies consistently and to provide a uniformly high standard of service to IRM end users.

b. To execute IRM policies the RIMC includes the following in its scope of operations:

(1) in coordination with the IMO, assisting U.S. Government agencies served by Department missions to meet the needs of their communication requirements;

(2) representing the Department in arrangements for communication facilities and personnel to service international or regional conferences;

(3) supervising facilities installations at field posts; and

(4) providing technical training for American and FSN IRM personnel assigned to posts within its jurisdiction.

5 FAH-2 H-125.1 RIMC Regional Director (R/DIR)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The R/DIR is responsible for implementing IRM programs, which are formulated according to needs prioritized by regional bureaus, IRM and post management. The R/DIR manages all communication activities conducted in support of posts under the RIMC's jurisdiction, specifically:

(1) directing the activities of Information Management Technical Specialists (IMTS) and regional Information Management Specialists assigned to the RIMC;

(2) coordinating DTS operations with the Department, the posts concerned, and the Area Telecommunications Office (ATO); and

(3) recommending telecommunications improvements to post principal officers and the regional bureau, in consultation with post's senior IRM officer and IMTSs.

5 FAH-2 H-125.2 Information Management Technical Specialist (IMTS)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. The IMTS installs and repairs telephone, radio or digital systems for posts within a RIMC jurisdiction and the position is designated IMTS/T, IMTS/R or IMTS/D accordingly. Abroad the IMTS is assigned to a RIMC or a RIMC associate office and is supervised by the RIMC Regional Director.

b. Specific IMTS responsibilities include:

(1) performing on-site engineering surveys and supervising the procurement and installation of telephone and radio systems and facilities;

(2) performing on-site engineering surveys and supervising the procurement, installation and operation of emergency communications facilities;

(3) planning communication installations and upgrades at posts abroad, in coordination with Regional Security Officers; and

(4) providing special technical assistance for posts to support visits of high level officials.

5 FAH-2 H-126 DIPLOMATIC TELECOMMUNICATIONS SERVICE-PROGRAM OFFICE (DTS-PO)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

DTS-PO is responsible for the DTS network from the IPC to Network Control Centers at Beltsville or Brandy, where services are routed via dedicated circuitry either to the Department or other agency's Washington area headquarters. See 5 FAH-2 H-512 through 5 FAH-2 H-516 for more information regarding DTS-PO.

5 FAH-2 H-127 POST PRINCIPAL OFFICERS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. The principal officer, or administrative officer acting as a designee, is responsible for the conduct of post's information management operations in accordance with criteria established by the Department. The principal officer is also responsible for preparing and maintaining an Emergency Action Plan, which includes recommended procedures for ensuring the maximum effectiveness of communications under abnormal conditions.

b. The principal officer enforces the disciplined use of telegraphic facilities to prevent congesting telegraphic channels with unnecessary or inappropriate messages. To achieve this end the principal officer or a designee approves all drafted telegrams. The principal officer also includes instructions on the proper use of telegraphic channels, uniformity of format and message preparation procedures in post's orientation program for newly-assigned employees.

5 FAH-2 H-128 POST INFORMATION MANAGEMENT POSITIONS

5 FAH-2 H-128.1 Information Management Officer (IMO)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The IMO, under the general supervision of the Administrative Officer and with technical guidance from the RIMC and the Department, manages all IRM assets and programs at posts abroad, within the IPC and the Information Systems Center (ISC). As the head of post's information management services, the IMO exercises authority over all IRM operations and the activities of the IRM personnel assigned there. The IMO supervises the Information Programs Officer, Information Systems Officer, Information Technical Officer, Information Programs Supervisor (if present at post) and Information Management Specialists. The IMO is the official U.S. Government liaison to host country ministries regarding telecommunications rights and services. The IMO serves as the DTS-PO representative for operations and Records Officer for the post.

5 FAH-2 H-128.2 Information Programs Officer (IPO)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The IPO, under the supervision of the IMO, manages and is responsible for all IPC operational systems, programs, and telecommunications tasks. In posts where no IMO is assigned, the IPO assumes the responsibilities of an IMO and is supervised by the Administrative Officer. The IPO supervises the Information Programs Supervisor (if assigned to post), Information Management Specialists, telephone switchboard operators or local telephone technicians.

5 FAH-2 H-128.3 Information Programs Supervisor (IPS)

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

The IPS is a shift supervisor responsible for the operational programs and activities of IRM staff during a rotational shift. The IPS position is instituted at larger posts where more than one shift and at least two IMS employees per shift are employed to adequately satisfy operational needs. The IPS also performs tasks assigned by the immediate supervisor, the IPO.

5 FAH-2 H-128.4 Information Management Specialist (IMS)

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(Uniform State/USAID/USIA)

In the broad context of Department positions, IMS refers to all IRM employees within the 2880 skill code. Within the context of IRM the IMS title generally describes nonsupervisory operational positions. At posts the IMS is usually the integral member of a staff supervised by the IMO, IPO or IPS. However, at posts with four or more IMS present and in the absence of an IPO or IPS, an IMS may have supervisory responsibilities over operational or systems programs.

5 FAH-2 H-128.5 Information Systems Officer (ISO)

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

The ISO, under the supervision of the IMO, is responsible for data processing equipment and systems. See 5 FAM 800 for more specific guidance and policies governing unclassified data processing, the Information Systems Center and the Information Systems Officer.

5 FAH-2 128.6 Information Systems Security Officer (ISSO)

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

Per 12 FAM, the ISSO implements the information systems security program. The ISSO advises the security officer on information systems security issues and works closely with the system manager and IPO to implement DS information systems security standards. See 12 FAM 600 for more information regarding ISSO duties and responsibilities.

5 FAH-2 128.7 Information Management Assistant (IMA)

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

An IMA is a full-time, locally hired, cleared American spouse who performs clerical and administrative duties otherwise assigned to IMS personnel. IMAs are temporary employees and are hired at posts with a minimum of four IRM personnel. Consult IRM/EX/HRM for more information about the IMA program.

5 FAH-2 H-128.8 Information Technical Officer (ITO)

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

The ITO is responsible for the Information Technical Center (ITC) and supervises one or more Information Technical Specialists. Depending upon post's transmission facility, the ITO shares responsibility with the IPO for black (encrypted signal) transmission equipment, such as multiplexers, black packet switches, Access Communications Processors, and black data circuits.

5 FAH-2 H-128.9 Information Technical Specialist (ITS)

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

The ITS performs all maintenance and operational procedures as requested by the ITO. This ITC position is equivalent to the IMS position in the IPC.

5 FAH-2 H-129 BACK-UP IRM SUPPORT

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

a. Back-up IRM personnel are assigned to noncommunication positions at posts and are trained in basic communications procedures so they can relieve IRM personnel on a part-time or as-needed basis, either by sharing communications on-call duty or by assuming communications duties in the absence of the IRM employee. Back-up IRM personnel operate telegraphic equipment in the absence of the assigned IRM personnel and generally are utilized at small posts with only one IRM position. The Department or a neighboring post is expected to provide temporary duty assistance during an extended absence of the IRM employee.

b. Back-up IRM personnel must possess a top secret/cryptographic use clearance before performing telecommunications duties.

c. NFATC SAIT instructors will train back-up IRM personnel in the complete range of posts' communications operations and responsibilities. Designees will be enrolled in the Back-up Communications Course, which provides basic instruction in communications security and telegraphic formatting. NFATC SAIT instructors will also train back-up personnel to operate the specific terminal equipment used at the post of assignment.